

**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH
HIV/AIDS, HEPATITIS, STD and TUBERCULOSIS ADMINISTRATION
NOTICE OF FUNDING AVAILABILITY (NOFA)
RFA#HAHSTA STD110212
2013 Sexually Transmitted Diseases (STD) Clinical Services Grant**

Frequently-Asked Questions (FAQs)

- 1. The RFA states a minimum of four hours of STD clinical services during evening and/or weekend hours. Are number of total hours proposed up to the discretion of the applicant?**

Yes. The number of total hours proposed is up to the discretion of the applicant, as long as the minimum number of four (4) clinical hours has been provided.

- 2. Where it asks for an Evaluation Plan - is this technically within the Program Plan narrative section – *plan for data collection, analysis and reporting*?**

Yes. The Evaluation Plan is within the Program Plan.

- 3. On Program Plan, on what page are the measurable outcomes listed?**

Please address measurable outcomes on page 5.

- 4. Is the purchase of One-Minute HIV tests an allowable expense?**

No. HIV test kits are not an allowable expense on this grant.

- 5. Is the format for the budget narrative at the discretion of the applicant?**

Yes. The format for the budget narrative is at the discretion of the applicant as long as the Budget template is completed.

- 6. There is a note that appears to have been cut off at the bottom on Attachment D – Work Plan. Please clarify if relevant to the RFA.**

The note at the end of Attachment D should read “**Please duplicate this page as needed for each Program Goal**”.

- 7. Are we required to submit the Assurances (Attachments F, F1, and F3) twice (once as an Assurance Packet prior to submitting the proposal and once with the proposal)? –**

Please contact Ms. Richardson at (202) 671-4930 to discuss submission prior to the application submission deadline.

8. How should the Assurance Packet be submitted (e.g. via email, fax, mail)?

Please contact Ms. Richardson at (202) 671-4930 to discuss submission prior to the application submission deadline.

9. If we are current with HAHSTA do we not submit Assurances at all?

Please contact Ms. Richardson at (202) 671-4930 to discuss submission prior to the application submission deadline.

10. Regarding Appendices (page 8 Item 13 under Application Elements), can we submit more than resumes, org chart and job descriptions?

Yes. The Applicant may submit additional information that they believe will support the application, within the RFA page limits.

11. Are the Appendices to be saved within the last file listed (Attachments) on the flash drive (per page 7)?

Yes. The Appendices are to be saved within the Attachments file, the last file listed on the flash drive file.

12. Is it permitted to FedEx the application or must it be hand-delivered?

Yes. The Applicant may FedEx the application however; the Applicant is responsible for ensuring that FedEx meets the 11/26/12, 3:00 p.m. submission deadline.

13. The files to be included on the flash drive (on p. 7) do not include all of the items listed on the order of submission on p. 11. Please clarify.

Please refer to pages 7-8. There are 13 documents to be submitted as hard copy and on flash drive. However, the title of document #7, "Resource Leveraging Plan", replaced the title "Work Plan" previously listed there.

14. Per page 11 under PREPARATION, it states that the CD/flash drive must have 9 files in Microsoft Word, including Attachments. We do not need to include the Assurances on the Flash drive?

No. The Assurances do not have to be included on the flash drive if previously verified by Ms. Richardson.

15. Is a Certificate of Good Standing dated less than six months prior to the date of submission, 11/26/12, acceptable to submit or do we need to request a new one to be considered responsive to the RFA?

A Certificate of Good Standing dated after 5/26/12 is valid for this RFA. The Certificate of Good Standing is valid for six (6) months after issuance.

16. Can an organization propose to cover a portion of the existing costs of its after-hours STD clinic (services are not covered by other grant funding) in addition to expansion of STD clinic service hours under this grant opportunity?

Yes. An organization can propose to cover a portion of the existing costs of its after- hours STD clinic, provided that those services are not covered by other grant funding.

17. Can organizations put multiple objectives under a single goal?

Yes. An organization can list multiple objectives under a single goal.

18. I'm having some trouble getting the provided work plan template to cooperate. Would it be permissible to create a more cooperative template from scratch as long as it follows the format provided?

Yes. An organization can recreate the attached template from scratch following the format provided.

19. Per page 14 of the RFA, it appears that only non-personnel items are eligible for funding (labs, medications, medical supplies and office supplies). Is staffing not to be included in the budget?

Attachment E - Budget Format, found on page 14 may be used to describe both personnel and non-personnel costs. Personnel costs are considered a service.

20. Are applicants to put Attachment H – Organizational Services Summary, within the Appendices of the proposal? It is not listed anywhere on Attachments to be included but since it is in the package of the Attachments, we wanted to check with you on this.

Attachment H - Organizational Services Summary - is listed on the List of Attachments found on the 2nd page of the Attachments section. Please include Organizational Services Summary in the package of Attachments.

21. I had a question regarding Attachment I, Executive Summary. It is included in the attachments, but is not included in the submission requirements. Are we to put the required Executive Summary narrative under the table provided in Attachment I, or are we to disregard the attachment?

Please refer to pages 7-8 of the RFA.